

Council Meeting - Minutes

3 May 2017 - 12.30 at The Great Northern Hotel, Peterborough PE1 1QL

Present:

Ruth O'Reilly - Administration Director (ROR)
Lucy Adams - Technical Director (LA)
Leigh Cheetham - Breed Show and Events Director (LC) via teleconferencing
Frances Neil - Policy Director (FN)
Karen Coleman - Administration (KC)

Apologies:

Sandra Loder - Youth Director (SL)
David Deptford - International Director (DD)

1. Minutes of the previous meeting and matters arising not on the agenda

Minutes of the previous meeting were accepted as a true and accurate record there were no matters arising on not on the agenda.

2. Directors Reports

2.1 Breed Show & Events - LC

LC reported that the first iteration of the schedule requires amendments to accommodate tack changes and to limit the number of runs per day. This was discuss and further iterations will be circulated and discuss via email to ensure we have a final version be approved at the next meeting.

It is anticipate that over the three days Jackpot classes will be included. Two top judges, Jim Searles and Debbie Cooper are now confirmed. The process for the tie break judge was discuss and agreed.

David Deptford is to prepare the Tim Kimura trial patterns for show one. Show two and the championship are already underway.

As yet we have no commentator LC will continue to seek suitable candidates.

The Sponsor Tea was discuss and it was felt that it would be lovely to invite our Hall of Famers and to see if they would like to host the tea and be our guests. KC to follow up. Sponsorship is

coming along however is a challenge. Past sponsor quote a lack of exposure and no thanks as their reason for not continuing. Larger potential sponsors require figures into the thousands that we are unable to deliver.

LC reported that, the AQHA horsemanship camp is coming along and that 14 people had expressed an interest. The booking form will be available on the website next week.

LC noted that arrangements were in hand for a UK based Show Managers course and that Mikey Kayser had been approached. The course will be open to ALL UK Show managers as their qualifications expire in January 2018. The venue is to be confirmed and the dates are likely to be October 2017 alternatively January 2018.

2.2 Administration - ROR

ROR reported that cloud based storage is now available for the passport paperwork to start the upload. The company we are using is Cloud4you and the service includes 2 GB that can be increased as required. ROR requested user names to enable passwords to be set up. KC has identified two volunteers who will scan passport documentation that we are required to keep for 35 years. It is hoped that this process will be complete by the end of the year. Other documentations will also be put into the cloud to negate the need for hard storage.

ROR stated that the World Pay account had been set up to enable card payments. The cost of the service is £9.95 plus VAT per month. There is a 0.6% transaction charge for debit cards and 1.33% for credit card transactions + 4p plus VAT 30 days and it's on a rolling contract. We require our charity registered number to get the process set up. Cardholders do not need to be present and there is no receipt. We will be ready to go live within three days of opening the account.

ROR brought to Councils attention that we need to go out to the membership very soon on if the Breed Show venues continue to rotate. The membership voted for one rotation and two have taken place. We also need to book our dates well in advance. We can do this via Survey Monkey.

Action: At the next meeting we need to agree the way forward.

Ruth O'Reilly noted that the quotation for the Journal from the same provider is £6,500 for a 52 page Journal. Articles are starting to be collected although more content is required. Council need to agree if we seek sponsor and advertising as this would offset the cost.

Action: To be discuss and agreed at the next meeting

KC reported that the Central Equine Database on-boarding would start shortly. As part of the validation process there have been three phases only the third raised issues and we were required to recall 78 passports of these all are aged horses and this has now been dealt with.

2.3 Euro Cup & Technical - LA

LA informed the meeting that we are required to submitted our Euro Cup team and individuals names by 15 May and to make payment. The costs are noted as, £1635 for the team and two

individual riders at £350 per rider. It was agreed that the team and individuals would pay for their own uniform the cost that will be £200 per person, their own transport and training costs.

The team will be announcing in 10 days. It was noted that the team should be recognised for their contribution to supporting the Association and representing Team GB requested. LA will prepare an article for the Journal and the newsletter.

LA noted that the Futurity rules have been updated and are available on the website.

2.4 Youth

SL had prepared a report for Council in her absence and was for information and discussion. (edited where required on data protection grounds)

Fundraising

- 1 I think we could look at a Easy Fundraising for AQHA UK and split the proceeds between amateurs and youth. It is fairly straightforward but we would probably need to register again. As mentioned before these things need to be updated and promoted regularly to have maximum effect.
- 2 Just Giving or similar could be used as a specific one for the YWC so that funds come direct to AQHA UK and youth can link it via Facebook
- 3 Go Fund Me could be left for individuals to use but they should inform AQHA UK if doing so
- 4 I will ask those who had opened these to make sure they are closed
- 5 Several youth squad have been fundraising at the recent shows and more is underway. There will be a silent auction at the Caledonian Show, a sales/cake/gift stand at most of the shows (banner is being produced)
- 6 Parents and myself are looking at sponsorship from larger companies
- 7 A parent is looking into a sponsors T-shirt/polo

Clinics

- 1 Mary has provisional dates of 24/25 June for a UK Youth Clinic - I'll check costs and email what parents have to pay
- 2 There is a smaller one planned in Yorkshire with Lucy for the 3/4 June
- 3 Provisional date for Charlene Carter 8/9 July - costs may be reduced if amateurs have a clinic on the 7th
- 4 Youth Camp - is likely to be before the International GOE at Bodiam. Dates to be confirmed but 4 days around 10/14 August

Selection Weekend - Mary is liaising with Charlene but this is likely to be very late November or Early December

Promotion

- 1 All parents got a local press release that they could alter for their child to send out in their own area. There has been an instant uptake by a local paper. You'll have seen it on

Facebook. Great response and when I email parents again I will encourage them to do more of that.

- 2 Countryfile - we are waiting to hear back following a producers meeting this week. Fingers crossed
- 3 I have asked all youth to provide a short biography. 3 have responded and I will remind the others. The ones I had have gone to Countryfile and they will also go to a reporter in Texas who is writing about the YWC and the international riders.

Sport England - I need to liaise with you on this. This is the link to the application form:

<https://www.sportengland.org/funding/small-grants/preparing-your-application/>

When you have time please have a look at it. We need to provide quite a lot of information which you will have and make sure we have everything up to date, including the Child Protection Policy. We can't technically apply for projects that have started so I thought if we angle it to cover the team selection and further training that would be a way round it. It also won't cover travel abroad, hence aiming for training costs.

April Clinic 11 out of 12 youth attended. Mary coached and fundraising was discussed. Mary's report went to Ruth along with photo's for website.

2.5 International

Nothing to report no change since last meeting.

2.6 Policy

FN shared the draft Volunteers Policy. This was reviewed and it was agreed that we would use this template with some modifications to wording. The job descriptions for volunteers and were also suitable for our needs again it was agreed that we would adopt the job descriptions. The document would be amended for approval at the August meeting.

Discussion to place regarding incentivising voluntary work in the Association. To be agreed at the next meeting however, expenses, free membership and an item of merchandise received favourable responses.

Action: At the next meeting agree volunteers incentives

3. Finance Report

KC noted that there we should discuss at a full Council meeting and insufficient time prevented a detailed to discussion. FN stated that the next meeting will be dedicated to a full and detailed financial report.

4. Articles of Association

Further to the AGM there are a number of areas that impact on the Articles of Association. Legal advice will be sort to identify if the Articles require updating or the approved minutes suffice. FN to seek advice on this point.

Action: FN to follow up

7. HOYS / YHL

Further to our email conversations regarding attendance at HOYS and YHL it had been agreed that during 2017 the Association would not attend both events due to the significant cost and the lack of return on investment. The YHL was already booked therefore we will continue with a presence in 2017. For the record.

8. Association Insurance

FN agreed to review the Association's Insurance policies and review our needs inline with Charities Insurance requirements and may seek the most appropriate all inclusive insurance cover.

14. Date and time of next meeting

The next meeting will be held on 6 July 2017, 12.00 till 14.00 at Sovereign Quarter Horses Please note the meeting will dedicated to Finance. Other business will be continued via e-mail and teleconferencing.

Chair_____

Secretary_____

Date_____